

AT-A-GLANCE

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SECURITY BUILD BRINGS CHANGES TO USING GRANTS.GOV

On October 11, 2010, Grants.gov instituted a series of system security changes in the Security Build. These changes were put into place to ensure that our system complies with the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53A, which outlines recommended security controls for federal information systems. Along with making the site secure, you will see some changes to the way you use Grants.gov. The major differences are outlined in this newsletter. We hope that the transition to a more secure system is a simple process for you. These system updates do not apply to System-to-System accounts. If you have any questions or concerns, please contact the Contact Center at 1-800-518-4726 or support@grants.gov. Overviews that are tailored to specific audiences are available as follows:

Applicant/Authorized Organization Representative (AOR) or Individual:

www.grants.gov/securitybuild

- An Applicant/AOR submits a grant on behalf of a company, organization, institution or government. Only an AOR has the authority to sign and submit grant applications.
- An Individual submits a grant on their behalf, and not on behalf of a company, organization, institution or government. Individuals sign the grant application and its associated certifications and assurances that are necessary to fulfill the requirements of the application process.

E-Biz POC: www.grants.gov/securitycommebiz

- An E-Business Point of Contact is responsible for the administration and management of grant activities in his/her organization. The E-Biz POC authorizes representatives of their organization (See: Authorized Organization Representative (AOR)) to submit grant applications through Grants.gov. An E-Biz POC must also register as an AOR to submit an application.

Grantor: www.grants.gov/securitybuildcomm

- Grantors (26 federal agencies) are responsible for posting grant opportunities for applicants to apply to. A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States.

PASSWORD UPDATES

New password complexity requirements are now in place for all applicants, E-Biz POCs and grantors. When you create or change a password in the Grants.gov system, it must meet the following requirements:

- Cannot be the same as the previous three (3) passwords
- Must contain at least eight (8) characters
- Must contain at least one (1) number
- Must contain at least one (1) uppercase letter
- Must contain at least one (1) lowercase letter

MANAGING PARTNER



*Fulfilling the President's
Management Agenda*

All passwords will now expire every 90 calendar days. For example, if you create a new password today, today would count as day one. On the 91st calendar day, your password will be invalid – which means that you will not be able to log in or submit applications. The system will alert you starting 15 days before your password expires, via email and at login, and give you the chance to change your password to avoid password expiration.

In addition, a new “Change My Password” option is in place that allows you to change your password at any time. You can find this option on the applicant login page and within the Applicant Center. You will be able to log in immediately after changing your password.

Please note:

- These updates will not apply to System-to-System accounts.
- For Funding Opportunities posted prior to October 11, 2010 with due dates after October 11, 2010:
- Users may experience invalid user name and password messages when attempting to submit application packages. These users will be asked to reset their password using the “Password Reset” functionality.

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

With the Security Build in place, you can now request a system-generated password if you forget yours. Before, the only way to retrieve a forgotten password was to answer the security question. Now, you also have the option of clicking “I Forgot My Password/Unlock My Account,” to receive a system-generated password to the email address in your profile.

ACCOUNT LOCKOUT

If the wrong password is provided three (3) consecutive times within a five (5) minute period, your account will be locked for 15 minutes. You can either wait 15 minutes, at which point you will be able to log in to the system with your current correct password, or you can use the “I Forgot My Password/Unlock My Account” option. This option will allow you to log in sooner with a new system-generated password. The same rules apply to application submission.

MANAGE MY PROFILE

As an applicant updating your profile, you will NOT be able to update the Username or DUNS fields, however you will be able to update the following:

- | | |
|--------------|-------------------|
| • First Name | • Telephone |
| • MI | • Email |
| • Last Name | • Secret Question |
| • Job Title | • Secret Answer |

If you are a grantor updating your own profile, you will not be able to update Username or Agency Enrollment Code. If you are a grantor with “Manage Agencies” role, you will have read-only access to the profiles of other grantors in your agency and sub-agencies. You will not be able to view Password, Secret Question or Secret Answer fields of another grantor’s profile; however you will be able to view:

- | | |
|--------------|---------------|
| • First Name | • Agency Code |
| • MI | • Telephone |
| • Last Name | • Email |
| • Job Title | • Username |

ACCOUNTS DEACTIVATED AFTER ONE YEAR

After one (1) calendar year of inactivity, your account will be deactivated. An inactive account is defined as having no login activity for one (1) year. Beginning four (4) weeks before the year mark, you will begin receiving weekly emails notifying you that your account is about to become inactive. These emails will include your username as well as a link to update your password.

What this means for:

- **AORs AND GRANTORS:** Your role as an AOR or grantor will be removed and you will not be able to access the system. To reactivate the account and your former roles, you must change your password and be reassigned your role(s) by your E-Biz POC or a grantor with “Manage Agencies” role.
- **E-BIZ POCs AND INDIVIDUAL USERS:** Once your account is inactive, you will not be able to access the system. To reactivate your account, you must simply change your password.

E-BUSINESS POINT OF CONTACT (E-BIZ POC) UPDATES

The first time you log in as an E-Biz POC after the Security Build, you will need to enter your DUNS, and in the password field, enter "MPIN." The system will immediately request that you change your password and comply with the new password complexity requirements.

When a new E-Biz POC account is established with the Security Build in place, a system-generated password will be sent by email to the CCR email address on file with Grants.gov. The new E-Biz POC should use that password when logging in for the first time. For more information on new E-Biz POC functionality included in the Security build, visit www.grants.gov/securitycommebiz.

APPLICATION UPDATES

If your password has expired, you will not be able to submit applications until your new password has been created. For updated applications, you will receive an error message with instructions to change your password. Older applications may not trigger these instructions; however, if you go to the login screen you will have the option to change your password. Once you update your password, you may submit applications immediately.

If you enter your password incorrectly three (3) consecutive times within five (5) minutes, you will be locked out of your account for 15 minutes. You cannot submit applications while you are locked out. To unlock your account, use the "I Forgot My Password/Unlock My Account" option. Enter your correct username and password or request a system-generated password. You can also simply wait 15 minutes and then log in with your correct password.

HAVE GRANTS.GOV UPDATES SENT RIGHT TO YOUR INBOX

Receive updated information about critical issues, new tips for users and other time-sensitive updates as information becomes available. To sign up visit:

http://www.grants.gov/applicants/email_subscription_signup.jsp.

You can also keep up with Grants.gov system and status updates on our blog: <http://grants-gov.blogspot.com>. Our RSS feed for new and modified opportunities are available at: <http://www.grants.gov/help/rss.jsp>.

Be sure to attend the Stakeholder Webcast online at http://www.grants.gov/help/stakeholder_communications.jsp on November 17, 2010, 1:00 p.m. to 2:00 p.m. ET.

GET CONNECTED

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<http://www.grants.gov/resources/subscribe.jsp>